



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
UNITED STATES PRETRIAL SERVICES AGENCY**

CHIEF PRETRIAL SERVICES OFFICER

Announcement: 10 - 06/ CHPREOFC

Date Opened: June 1, 2010

Closing Date: July 15, 2010

Location: Eastern District of New York, at the Brooklyn Courthouse
Salary Range: \$109,022 - \$165,300 (JSP 14-17)

Interviews: On or about September 15, 2010

Selection by: November 1, 2010

Appointment Date: January 3, 2011

Applicant Information

The Eastern District of New York has 15 active district judges, 11 senior judges, and 16 full-time magistrate judges. The U.S. Pretrial Services Office maintains its headquarters at the Federal Courthouse in Brooklyn, NY and has a divisional office at the Long Island Federal Courthouse in Central Islip, New York, in Suffolk County. The staff of Pretrial Services currently total 35, with 5 of that number assigned to the Long Island Courthouse.

The Chief Pretrial Services Officer administers federal pretrial services for the five (5) counties (Kings, Queens, Richmond, Nassau and Suffolk) which comprise the Eastern District of New York. Eight million citizens reside in the Eastern District. The Chief Pretrial Services Officer is under the administrative direction of the Chief Judge of the District Court.

The Eastern District Board of Judges, after a recent thorough review of the question, has decided to maintain our pretrial services and probation offices as separate entities. Thus, while there may be

significant opportunities for coordination and cooperation with the Court's probation office, pretrial services is, and is expected to remain, an independent court unit.

The Pretrial Services Office is part of the Judicial Branch of the United States Government. All applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are at-will employees.

Interviews for Chief U.S. Pretrial Services Officer will be conducted by a Committee of U.S. District Judges and will begin in mid-September. The successful candidate will be selected by November 1st and be expected to enter on duty on January 3, 2011.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

Description of Duties:

A Chief Pretrial Services Officer has the following responsibilities:

Directs the administration and management of pretrial services within the judicial district of appointment.

Insures expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release.

Formulates and implements pretrial services policies in the district.

Maintains an excellent working relationship with the Chief Judge, all District Judges, and all Magistrate Judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices.

Reviews all staffing needs within the budget and participates in the selection of employees.

Provides direction, training, and evaluation of the work performed by employees.
Supervises staff paying particular attention to travel, leave, and scheduling of work hours.

Responsible for establishing and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.

Responsible for estimating personnel, space allocation, and travel expenses; and the purchase of services, equipment, and supplies.

Responsible for establishing and maintaining cooperative relationships with other U.S. Pretrial Services and Probation Offices to assure all requests for assistance from other districts are met promptly and effectively.

Responsible for establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.

Responsible for public relations to explain pretrial services to the community.

Confers with judges, and attorneys, and with appointed court committees, to improve office policies and procedures.

Follows community issues and events with special focus on alleviating hazardous office and field incidents.

Qualification for Judicial Salary Plan Levels

To qualify for a position of Chief Pretrial Services Officer an applicant must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	Years of Specialized Experience
14, 15, 16 or 17	3

Specialized Experience

Seven (7) years of progressively responsible experience in the investigation, supervision, counseling and guidance of offenders or defendants in a community correction or pretrial program is preferred.

Experience as a police officer, FBI agent, customs agent, marshal or similar position does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Court Preferred Skills

Completion of one academic year (30 semester or 45 hours) of graduate study in one of the social sciences;

Completion of a masters degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree;

Note: A degree which relies primarily upon credit for life experience rather than academic course work does not qualify as an educational substitute under this section.

Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher.

Knowledge, Skills, and Abilities

All applicants are required to submit a supplemental statement which addresses the following areas of knowledge, skills, and abilities (KSAs). The supplemental statement is a crucial document in the application process. The supplemental statement should not exceed three (3) single-spaced typed pages.

Knowledge, skill, and ability in the area of managing, leading, and communication with people. This KSA includes staff development; establishing work measurement (Performance standard); monitoring; controlling and motivating staff; managing and championing change; and empowering teamwork. Describe at least one project where you effectively established a leadership role and the communication skills you utilized.

Knowledge, skill, and ability in strategic planning and the development of policy, procedures, programs, and management of same. Describe your involvement in these areas.

Ability to be receptive to change, new techniques, technology, etc. Ability to take initiative or accept personal risk to move initiative forward. Describe instances in which you have demonstrated this ability.

Ability to self assess personal leadership skills and deficits, and self direct continuous learning to enhanced leadership skills. Include examples of learning activities completed and activities that are planned.

Applicant Requirements and Conditions of Employment

Each applicant must be a U.S. citizen or eligible to work in the United States.

The Pretrial Services Agency is not authorized to reimburse candidates for travel or moving expenses.

This position is subject to mandatory direct deposit for payment of net pay.

This position may require travel. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage.

A new selectee is subject to a full field ten-year background investigation and a credit check, and is subject to an updated investigation every five years thereafter.

The medical requirements and the essential job functions derived from the medical guidelines of probation officers, pretrial services officers, and officers assistant are available for public review at <http://www.uscourts.gov> (click on U.S. Probation & Pretrial Services Officer, What professional standards apply to them, Officer and Officer Assistant Medical Requirements).

The Federal Courts are Equal Employment Opportunity Employers.

Benefits

The U.S. Pretrial Services Office offers an excellent working environment. The Chief U.S. Pretrial Service Officer is covered by the Judicial Service Plan and is entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plans, life insurance, the Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, and Thrift Savings program with matching funds. Benefits also include paid vacation and sick days and 10 paid holidays per year.

Selection process

The most qualified applicants will be invited to one, or more, personal interviews with the Court's Selection Panel. Persons selected for interviews will have to travel to the first interview at their own expense. If a second interview is required, travel expenses will be reimbursed at the applicable federal per diem.

Candidates interested in being considered for this position must submit a detailed cover letter and resume outlining their qualifications. Please provide contact information for at least three (3) references who are directly familiar with your recent employment history and were responsible for evaluating you. Send Applications to:

**United States District Court
Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201
Attn: Human Resources Department, Room 144S**